

How do I begin the process of becoming Endorsed® by MI-AIMH?
(Infant Family Associate: Level I)

Initial:

- Become a MI-AIMH member (www.my.mi-aimh.org), if you are not already (\$70)
- Register as a “New Applicant” on our Endorsement Application System (EASy) (<https://easy.mi-aimh.org>)
- Complete & submit Preliminary Application on EASy; this will prompt you to pay the EASy Registration Fee (\$15)
- You will receive an EASy username & password once registration fee is paid and membership is confirmed

Upon Receiving EASy Login & Password:

- Login to EASy using your EASy issued username & password
- Go to Edit Profile to change password and/or to elect to receive email notifications when references are completed, transcripts are uploaded, etc.
- Review *Competency Guidelines* book that is mailed to you for details about requirements and competencies at your desired level
- Order transcripts (if applicable) from every university/college attended **at least 4-weeks** before you plan to submit your application
- Complete each tab of the EASy application, including, work, education, specialized in-service training, supervision (if applicable), and references

Prior to “Submitting” your Application:

- Check to see your transcripts have been uploaded
- Check to see that all of your references have completed their rating forms
- Check to see that you have at least 30 hours of specialized in-service training
- Be sure to indicate which competency knowledge and skill areas are covered for each training event (1 area for each hour of that training)

Upon “Submitting” your Application:

- Pay Endorsement Registration Fee (\$25)

Keep in mind:

- The more detail you include in your application, in terms of work description, notes on trainings, etc., the easier it will be for us to see that competency has been demonstrated
- Applications are reviewed quarterly. Two MI-AIMH members who are Endorsed and trained as reviewers will review your Endorsement® application and make a recommendation re: Endorsement®

Questions? Contact Ashley McCormick, MI-AIMH Endorsement Coordinator
asmccormick@mi-aimh.org or 734.785.7705 ext. 7547